

business and industrial coordinating council

46 BRANFORD PLACE · NEWARK, NEW JERSEY 07102 · AREA CODE 201 622-0272

ROLAND E. STEWART, EXECUTIVE DIRECTOR

Memo to: ADP-PDS

From: Roland E. Stewart

Dated: January 27, 1971

In accordance with your memorandum dated December 28, 1971, BICC has several reactions to allegations made in the memorandum of that date. BICC agrees that the primary concern should be the rate of follow-up of job applicants. During the month of December which is usually a slow month, the BICC contribution towards the total number of persons was 65 persons. Through January 24th we have 82 people so far in 1972. During that same period of time BICC moved from its smaller 900 sq. ft. quarters at 46 Branford Place, to larger more spacious quarters at #50. This move permitted the use of a conference room which can hold as many as 35 people at one time to take the SICL. Also newly acquired is the privacy and convenience of individual rooms in which persons can be interviewed.

BICC further agrees that item #2 Job Development, is of the most paramount importance. BICC wishes to point out that the expertise developed by ADP-PDS in such places as North Carolina and in Indianapolis, and the 5 year history in the developing of the SICL and JOCL has not been forthcoming to the BICC in acquiring jobs. It is noteworthy to point out that the last 3 memorandums from BICC have noted the absence of jobs in the Newark area. To repeat this charge is to be flogging a dead horse. It is also noteworthy to point out that ADP-PDS never responded to our request to profile jobs at SeaTrain in Hoboken, N.J. Although it was mentioned in your memo dated Sept. 14th, section #2, that ADP would honor requests for such support as long as scheduled, and as soon as possible to allow immediate processing of BICC applicants against the new jobs. To date BICC has received no support in that direction. It had also been mentioned early in the relationship that ADP-PDS would coordinate with the N.J. State Employment Service's Trenton office to obtain job leads from them.

The fact that the economic downturn of June 1970 is still sitting among us, that the most current Department of Labor statistics on the unemployment rating in Newark still stands at 16%, is indicative of the kinds of job absence that the city enjoys. Other factors which creep into the job market are the figures presented at the New York City conference of ADP-PDS, where the various vocational rehabilitation agencies were somewhat deficient in the kinds of data that they were submitting toward the overall picture. It was generally noted that there was a rather internal non-acceptance by the various agencies of the Cleff Matching System, and that the SICL was being used as a last resort where every other kind of approach to finding employment for an individual failed.

BICC further agrees with the large numbers of persons in the pending referral status through November 1971. In accordance with the analysis of BICC's staff members, no mention was made of the large amount of secretarial work that has to go on in reference to follow-up.

Follow-up is an area in itself requiring the services of a person who can write letters, address and direct them, tabulate them, follow-up on the telephone and refer. These services are in addition to those provided by and detailed for the Vocational Counselors.

In the area of objections to the ADP-PDS memorandum, BICC objects to the kind of unilateral decision made for them on a retroactive basis to institute a per capita formula payment based upon payments received by BICC. It appears that as of December 31st, 1971, payments from ADP-PDS were due for the period October 1st, to October 31st, in the amount of \$1,786.77; for the periods November 1st, to November 30th, and December 1st, to December 31st, at the rate of \$3,573.54 each. The total for such payments at that time was \$8,933.85. BICC budgeted its time, its talents, its personnel and its space on the basis of a gentlemen's agreement for payment on that basis, only to find at the end of December that unilaterally it was decided for them they would go on a per capita basis and had been in fact overpaid. The initial \$2,100.00 start up payment made to BICC was not part of the monthly costs as agreed at that time. It appears that ADP-PDS has reabsorbed the initial \$2,100.00 discussed among, Mr. Fraunheim, Youchah, and Stewart, and that the actual credit by your accounting should be at this time, rather than \$2,895.02, less \$2,100.00 or possibly \$796.02.

In researching through the documentation related to the project, the question of control group processing had never been discussed. Yet for all, even though not specified in the operational plan or provided for in terms of dollars and cents for processing, BICC undertook that control group processing with the Urban League at their premises and again at our, working at an overtime rate. When compared to BICC's work analysis presented and used by ADP to be translated into money, the time spent for the control group processing with the Urban League would amount to 216 man hours. Of this total time 211 man hours were spent in accumulating, selecting, searching, reproducing in duplicate, collating and putting the data into presentable form. Five hours were spent in travel to the Urban League and to ADP-PDS to deliver the finished merchandise. At the basic lowest paid Vocational Analyst's rate of \$4.90 per hour, the total number of hours times this would come to \$1,058.40. It is this amount of time and effort translated into dollars for which BICC is then billing ADP-PDS.

The second major objection that BICC has at this point is the seeming lack of communication either between ADP-PDS and BICC, or between the persons involved in the up-coming full page advertisement in the February issue of "NEWARK". (Effect will not be felt until at least March.) It appears if one concludes from the facts shown that:

- (1) ADP Personnel Data System has a office in Newark, N.J., at 671 Broad St. This is news to BICC.
- (2) It appears that TEAM, and the Greater Newark Chamber of Commerce are involved with the Cleff Job Matching System and advertising for jobs. It is not known at this point how TEAM can, or is in fact trained or informed of the BICC involvement and expertise acquired over the last 20 months. Nor is it quite clear what role the Greater Newark Chamber of Commerce is playing.

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(3) It appears that where there are separate or unequal kinds of involvement for a common cause, that there would normally be a meeting of the principals involved to develop a spirit of cooperation. It is quite clear that it is not the responsibility of the BICC, which happens to be in Newark and is the most involved in the Cleff Matching System of the three agencies, to convene a kind of meeting so that the participants will know what each other is about and share related mutual concerns.

Lastly, it is the feeling of BICC that it is almost imperative that the principals of ADP-PDS get together with the principals involved with the BICC, since there are operational, financial and integrity kinds of difficulties which need to be resolved in order to amiably fulfill the contract and to avoid misunderstanding and misconception related to the entire relationship.